



DENNIS C. MILANOVICH
First Selectman

TOWN OF ELLINGTON

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ELLINGTON, CONNECTICUT 06029-0187

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DENNIS W. FRAWLEY
Deputy First Selectman

PETER J. CHARTER
MARK D. LEIGHTON
A. LEO MILLER, JR.
MICHAEL P. STUPINSKI
NANCY O. WAY

BOARD OF SELECTMEN
July 25, 2005
Town Hall - Meeting Hall

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Mark Leighton, Dennis Milanovich, A. Leo Miller, Michael Stupinski and Nancy Way

OTHERS PRESENT: Public Works Director: P. Michaud; Finance Officer: N. DiCorleto; BOE: D. Roberson, G. Blanchette; Fire Marshal: A. Lawrence; Police: W. Konieczny; EVAC: P. Hany and other members; Emergency Medical Services Consultant: M. Stillman; Preservation of Pinney House Committee: D. Roberson and other members; Hartford Courant Reporter: R. Labossiere; Journal Inquirer: M. Simpson; North Central News: Margot Callahan; Reminder: J. Ciparelli; Residents: E. Boothroyd, J. Gage

I. CALL TO ORDER:

First Selectman Dennis Milanovich called the meeting of the Board of Selectmen (BOS) to order at 7:35 p.m.

II. CITIZENS' FORUM: None.

III. APPROVAL OF MINUTES:

A. June 16, 2005 Board of Selectmen Special Meeting

MOVED (FRAWLEY), SECONDED (LEIGHTON) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 16, 2005 SPECIAL BOARD OF SELECTMEN MEETING.

B. June 20, 2005 Board of Selectmen Regular Meeting:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 20, 2005 REGULAR BOARD OF SELECTMEN MEETING.

C. June 22, 2005 Subsequent Annual Town Budget Meeting:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 22, 2005 SUBSEQUENT ANNUAL TOWN BUDGET MEETING.

D. June 22, 2005 Special Town Meeting:

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 22, 2005 SPECIAL TOWN MEETING.

IV. UNFINISHED BUSINESS:

A. Donation of State property – Northerly Side of Rte. 140

This item was tabled pending receipt of a recommendation from the Planning & Zoning Commission.

B. Visiting Nurse and Health Services of CT Agreement

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE AGREEMENT BETWEEN VISITING NURSE AND HEALTH SERVICES OF CT, INC. AND THE TOWN OF ELLINGTON FROM JULY 1, 2005 THROUGH JUNE 30, 2006. (ATTACHED)

C. BOE – Request to Hire Architect to Estimate Cost for Various Projects

Mr. Roberson referenced the presentation the School Facilities Study Committee made at the April BOS 2005 meeting. He requested that the BOS provide funding to hire an architect to develop cost estimates for the seven projects outlined in the March 2005 Report. Some members questioned if the number of projects could be reduced. Mr. Roberson stated that the first priority is to renovate the Crystal Lake School (Projects #1 and #2) which has not been updated in over 20 years. The next project would be to add classrooms to the Middle School (Projects #3 and #4) and relocate Grade 6 to the building. Mr. Miller suggested including the Windermere School Media Center project (Project #7). Mr. Roberson stated that the BOE would like to move forward with all the projects, using the services of Moser Pillion.

Mr. Charter questioned why the BOS is considering more school renovation projects when funding is not available to staff the current facilities. Mr. Roberson stated that the staffing issue is a standard operating budget matter and the renovation projects are capital improvements. Mr. Charter asked if the Study Committee considered double session classes. Mr. Roberson stated that the Study Committee did not look at that option as the BOE does not want to go in that direction.

MOVED (WAY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE REQUEST OF THE BOARD OF EDUCATION TO HIRE AN ARCHITECT TO DEVELOP PRELIMINARY COSTS FOR PROJECTS #1, #2, #3, #4 AND #7 AS DETAILED IN THE SCHOOL FACILITIES STUDY COMMITTEE REPORT DATED MARCH 2005 IN AN AMOUNT NOT TO EXCEED \$10,000.

D. Other: None

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (FRAWLEY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$1,488.65, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ABATEMENTS STATEMENT. **(ATTACHED)**

B. Presentation – Preservation of Pinney House Committee:

Dale Roberson distributed a letter from Senator Guglielmo dated July 13, 2005 regarding the State bond package for the Pinney House. Mr. Roberson noted that Mr. Santini has also volunteered some funding. Mr. Charter questioned if the State funding requires the new fire house be part of the project. Mr. Milanovich stated that there are two conceptual designs for the new, 15,000 square foot fire house; one with the Pinney House and one without the Pinney House. The design with the new fire house attached to the Pinney House is part of the package sent to the State. Mr. Roberson noted that the State money is intended to primarily move the Pinney House.

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO RE-ESTABLISH THE AD HOC COMMITTEE FOR THE PRESERVATION OF THE PINNEY HOUSE FOR ANOTHER YEAR AND TO REAPPOINT DALE ROBERSON, GARY FELDMAN, SR., JAMES GAGE, GERRY GILLUNG, MARCIA KUPFERSCHMID AND DEBBY WALLACE TO THE AD HOC COMMITTEE FOR THE PRESERVATION OF THE PINNEY HOUSE TO JULY 31, 2006.

C. EVAC – Fees for Service

Martin Stillman, a consultant for emergency medical services, came forward. He explained that he has been hired by EVAC to review the operation of EVAC and to review how EVAC fees are administered and accessed. He requested that the BOF, BOS and EVAC set up a meeting to discuss the EVAC operation and fees for services. He stated that the meeting would resolve concerns and increase communication and trust between the agencies. Mr. Milanovich stated that he was not aware of a breakdown in communication or trust. He also asked if anyone has suggested changes to the current operation of EVAC. Mr. Stillman stated that EVAC would like to review their concerns and interpretation of the fees for services agreement. Mr. Milanovich suggested Mr. Stillman contact his office with a list of dates that are acceptable to the other agencies and he will establish a meeting date. Mr. Frawley expressed concern with EVAC hiring a consultant to deal with the BOS. He also questioned who the consultant works for, the Town of Ellington or EVAC.

D. Addendum to SBC License Agreement:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE AMENDMENT TO THE SBC GIS LICENSE AGREEMENT BETWEEN THE TOWN OF ELLINGTON AND SBC, WHICH REPLACES THE AGREEMENT APPROVED BY THE BOARD OF SELECTMEN ON MARCH 29, 2005, AND AUTHORIZE THE FIRST SELECTMAN TO EXECUTE THE AMENDED SBC GIS LICENSE AGREEMENT FOR THE USE OF LICENSOR'S STATEWIDE PLANIMETRIC GIS LANDBASE DATA FOR **ALL** DATA TILES LOCATED IN THE TOWN OF ELLINGTON, AS SPECIFIED IN THE AGREEMENT FOR AN AMOUNT NOT TO EXCEED \$56,668. **(ATTACHED)**

E. Board of Selectmen Annual Report Submission:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE BOARD OF SELECTMEN'S ANNUAL REPORT SUBMISSION FOR 2004-2005, AS PRESENTED IN THE DRAFT. **(ATTACHED)**

F. Establish Charter Revision Commission

Mr. Milanovich suggested that the BOS advertise for volunteers prior to establishing the Charter Revision Commission as once the commission is established a rigorous timeline must be adhered to. The BOS agreed.

G. Abandonment/Discontinuance of Porter Road:

Mr. Michaud reviewed a map of the Porter Road properties noting the proposal is to discontinue approximately 4,500 feet from Webster Road to the Luginbuhl property.

Jim Gage, Hayes Avenue, spoke in favor of the proposal. Ernie Boothroyd, Hare Road, stated that this area is within the Shenipsit Lake Drainage Basin and it is beneficial to all to keep this section low density.

Mr. Charter asked that the Public Works Director and the Town Engineer look at all roads in Town to determine which should be discontinued.

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REQUEST THAT THE PLANNING AND ZONING COMMISSION SUBMIT A REPORT (PER CGS SECTION 8-24) TO THE BOARD OF SELECTMEN REGARDING THE FEASIBILITY OF DISCONTINUING A PORTION OF PORTER ROAD, AS RECOMMENDED BY TOWN ENGINEER IN HIS LETTER OF JULY 22, 2005. **(ATTACHED)**

H. Request to Close Village Street – Kar Kare:

MOVED (FRAWLEY), SECONDED (MILLER) TO GRANT THE REQUEST OF KAR KARE TO CLOSE A PORTION OF VILLAGE STREET FROM MERRILL INDUSTRIES TO KAR KARE, LLC FOR THE PURPOSE OF PROVIDING ADDITIONAL PARKING FOR A CHARITY EVENT. AN EMERGENCY ACCESS LANE SHALL BE MADE AVAILABLE THROUGH THE CLOSURE.

Discussion on motion: Sgt. Konieczny stated that he reviewed the proposal and does not have any objections. Mr. Lawrence referenced a memo he sent Mr. Milanovich dated July 11, 2005 outlining his concerns and understandings regarding the fundraising event. He suggested his memo be included in the motion.

MOVED (FRAWLEY), SECONDED (MILLER) TO AMEND THE ABOVE MOTION AS FOLLOWS: IN ACCORDANCE WITH THE MEMO FROM THE FIRE MARSHAL DATED JULY 11, 2005 **(ATTACHED)**.

MOVED (FRAWLEY), SECONDED (MILLER) TO APPROVE THE ABOVE MOTION AS AMENDED.

I. Approve Revised Job Description – Maureen Lowe:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE REVISED JOB DESCRIPTION FOR ASSISTANT POLICE SUPPORT ADMINISTRATOR, AS SUBMITTED. **(ATTACHED)**

J. Grant Permanent Status – Robert Phillips, ZEO:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO GRANT PERMANENT STATUS TO ROBERT PHILLIPS, ZONING ENFORCEMENT OFFICER, AS RECOMMENDED BY TOWN PLANNER.

K. Appointment of Road Constable:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPOINT MARTIN DOREY AND AARON BLANK TO THE POSITION OF POLICE CONSTABLE AT A RATE OF \$22.84 EFFECTIVE IMMEDIATELY, IN ACCORDANCE WITH UNION CONTRACT AND POLICE OFFICER STANDARDS AND TRAINING COUNCIL REQUIREMENTS, AND AS RECOMMENDED BY SGT. KONIECZNY.

L. Reclassification – Marie Sauve:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO RECLASSIFY MARIE SAUVE FROM ADMINISTRATIVE ASSISTANT TO EXECUTIVE ASSISTANT EFFECTIVE JULY 1, 2005 AT AN HOURLY RATE OF \$22.50.

Mr. Miller stated, for the record, that he supports the reclassification of Marie Sauve. He asked that the minutes reflect that she is customer friendly, in addition to being knowledgeable and capable.

M. Other: None

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations: None.

2. Recommended Appointments

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED TO REAPPOINT KEN LaFORGE TO THE AD HOC DESIGN REVIEW BOARD TO JUNE 30, 2006.

MOVED (FRAWLEY), SECONDED (STUPINSKI) AND PASSED UNANIMOUSLY TO REAPPOINT LAURA A. SHERMAN TO THE ECONOMIC DEVELOPMENT COMMISSION TO JULY 31, 2009.

- B. Personnel Policies Committee (PPC):
 - 1. Recommendation to Revise Wall of Honor Policy

Mr. Miller stated that he will present the revised language for the Wall of Honor Policy at the August 15, 2005 meeting.

- 2. Wall of Honor Recommendations

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO SELECT MILDRED ARENS DIMOCK AS THE WALL OF HONOR RECIPIENTS FOR 2005.

- 3. Set Date for Wall of Honor Inductee Ceremony

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY THAT THE WALL OF HONOR INDUCTION CEREMONY BE HELD ON SATURDAY, SEPTEMBER 10, 2005 AT 4:00 P.M. AT ARBOR PARK.

- C. Ordinance Committee:
 - 1. Recommendation to Revise Ordinance for Building Permit Fees/Set Public Hearing

MOVED (MILANOVICH), SECONDED (FRAWLEY) TO RECOMMEND REVISIONS TO AN ORDINANCE CONCERNING CERTAIN FEES UNDER THE STATE BUILDING CODE, AS SUBMITTED AND RECOMMENDED BY THE ORDINANCE COMMITTEE AND TO HOLD A PUBLIC HEARING ON MONDAY, AUGUST 15, 2005 AT 7:15 P.M. TO ALLOW CITIZENS TO COMMENT ON THE PROPOSED REVISIONS.

Mr. Charter asked if the Ordinance includes an appeal process. Mr. Milanovich stated no, noting that there is not one now.

- D. Personnel Policies Committee (PPC)
 - 1. Personnel Rules & Regulations Revisions

Mr. Leighton stated that the PPC met on July 20, 2005 to review and approve minor clarifications and revisions to the Personnel Rules and Regulations. The PPC also reviewed the language in Section 11-2. Discipline Procedures. Mr. Leighton stated that item D. Dismissal was not changed from the Final Draft distributed in March; however, it does not make sense to him. If an employee is dismissed by the BOS and the Appeal Process includes the BOS, an independent review is impossible. Mr. Leighton consulted with the Labor Attorney and he did not know why this section was worded as such. Mr. Milanovich stated that the wording was adjusted at a staff meeting at the Department Heads' request. Mr. Stupinski stated that he was in favor of the wording as it formalized past practice of the BOS appointing and dismissing employees.

Mr. Stupinski stated that the language in the second paragraph of Section 10-14. Workplace Violence Prevention regarding weapons possession does nothing as it is illegal anyway to carry a firearm unless authorized by the Town or State.

Mr. Charter stated that he was disappointed that the Labor Attorney did not publicly answer the questions presented by staff. Mr. Leighton explained that the Labor Attorney provided legal advice to the Town not the employees.

MOVED (FRAWLEY), SECONDED (MILLER) TO ADOPT THE "FINAL DRAFT" OF THE TOWN OF ELLINGTON PERSONNEL RULES AND REGULATIONS, AS SUBMITTED TO THE BOARD OF SELECTMEN AT THE MARCH 15, 2005 BOARD OF SELECTMEN MEETING, INCLUDING CHANGES RECOMMENDED BY THE PERSONNEL POLICIES COMMITTEE, AS REFLECTED IN THE MAY 19, 2005 AND JULY 20, 2005 MINUTES OF THE PERSONNEL POLICIES COMMITTEE.

E. Other: None

VIII. SELECTMEN LIAISON REPORTS: None.

IX. FIRST SELECTMAN REPORTS:

A. Planning Department

Mr. Milanovich stated that he recently met with Planning Department staff and has obtained the assistance of Mr. Hogan from Planimetrics. Mr. Hogan is going prepare an analysis of the process used in the Planning Department in regard to organizational and managerial issues for the staff and commissions, in addition to evaluating the fee structure to reflect fee for service. As soon as he receives the analysis, Mr. Milanovich will distribute it to the BOS. In the meantime, the existing staff and the Town Engineer are filling in the gaps. Mr. Milanovich has authorized staff to expend up to 5 hours per week in overtime, if required.

Mr. Charter asked for the status on Mr. Davis' intent to sue. Mr. Milanovich stated that the Town was served with a civil summons today. Mr. Leighton cautioned that it may not be in the best interest of the Town to discuss this matter in open session as it could impact the litigation.

B. Other: None.

X. CORRESPONDENCE: None.

XI. ADJOURNMENT:

MOVED (LEIGHTON), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:35 P.M.

Submitted by Marie Sauve Approved by Dennis C. Milanovich
Marie Sauve Dennis Milanovich

**AGREEMENT BETWEEN
VISITING NURSE & HEALTH SERVICES OF CONNECTICUT, INC.
AND
THE TOWN OF ELLINGTON**

This Agreement made this 1st day of July, 2005 by and between Visiting Nurse & Health Services of Connecticut, Inc., a non-profit corporation organized under laws of the State of Connecticut, and located in the town of Vernon, Tolland County Connecticut, hereinafter referred to as VNHSC and the Town of Ellington, a municipal corporation in the County of Tolland, State of Connecticut, hereinafter referred to as the Town.

1. This Agreement provides for comprehensive home health, hospice and related community health programs defined as follows. Comprehensive home health and related community health programs shall include and be limited to the following Programs provided in all communities.

HOME HEALTH CARE:

Skilled nursing care is provided in the home to patients under medical supervision. Medical Social Work Services, Physical Therapy, Speech Therapy, Occupational Therapy and Home Health Aide Services are also available to patients under this program.

HOSPICE HOME CARE PROGRAM:

A Hospice is a program of palliative and supportive services which provides physical, psychological, social and spiritual care for dying persons and their families. Services are provided by a medically supervised interdisciplinary team of professionals and volunteers. Home care is provided on an intermittent, regularly scheduled, and around-the-clock on-call basis. Bereavement services are available to the family. Admission according to VNHSC's Admission Policies. Referral, Delivery of Service Policies, and Discharge Policies of VNHSC will apply to the Hospice Home Care Program.

COMMUNITY HEALTH PROGRAM:

ELDER WELLNESS PROGRAM

Regular sessions are held at senior citizens housing complexes and other community sites. These provide an opportunity for residents over 60 to receive blood pressure, blood cholesterol and blood sugar screening, counseling in the areas of lifestyle, diet, medications and to participate in early disease detection programs.

MULTIPHASIC SCREENING

Health Fairs are held periodically to provide multiphasic screening and health education through collaborative planning with citizen groups.

COMMUNICABLE DISEASE PROGRAM

Follow-up on reported cases of tuberculosis and their contacts to assure proper treatment and

care. Follow-up visits, as needed, are made for other communicable disease such as hepatitis.

FLU CLINIC

Special clinics are held in collaboration with each Town Health Officer to provide Flu vaccine to appropriate citizen groups.

ADULT DAY CARE

Services are available five (5) days per week for older and/or handicapped members of the community who require daytime supervision. The program provides supervised activities, a hot meal, snacks, personal care, rehabilitative therapies, and recreational programs.

2. It is understood that the First Selectman may be empowered by the Board of Selectmen to administer this Agreement for community health services.
3. Until such time as the needs change, as determined by evaluation of services and mutual agreement of the parties, such services shall be furnished to the Town as enumerated in Section 1 and billed for the necessary nurses' time to meet visit and non-visit activities enumerated in Section 6.
4. Statistical Reports shall be submitted to the First Selectman, Ellington Health Commission, and District Director of Health by the President/CEO of VNHSC.
5. VNHSC reserves the privilege of immediately terminating this Agreement if at any time the Town fails to have a Town Board of Selectmen or pay its debts when due, upon sixty (60) days notice to the Town.
6. The Town shall reimburse VNHSC for providing community health nursing services provided under the terms set forth in Section 3. The proposed budget for the Town was based on the volume of services rendered in the past fiscal year with appropriate projections for visits to account for home care services and professional hours to account for non-visiting activities (Elder Wellness Clinics, and Flu Clinics). Charges are based on the State of Connecticut Department of Social Services approved rates related to the cost of salary, benefits and mileage, supervisory assistance, overhead expenses related to space occupancy, nursing supplies, office supplies, and general expenses. The Town shall only be billed for nursing visits and Home Health Aide hours to those patients who do not have a source of third party reimbursement. The Town shall be billed for professional hours, preparation time for service rendered in clinics and other group activities (or other non-visit activities).
7. Reimbursement to VNHSC shall be monthly, based on the amount of the bill for that month. In no event shall the cost for service exceed the budgetary allocation of the Town for VNHSC unless amended by the Town's governing authority during the term of this Contract.

8. The fees and hours of service shall be in keeping with the practice established by VNHSC. The Delivery of Services Policies governing services provided by VNHSC staff shall apply to those direct service staff serving the Town.
9. Representation on the Board of Directors of VNHSC shall be extended to the Town to the extent that the highest Officer or designated alternate of the Town may serve, provided that no community advisor shall have the right to vote, the right to be counted in determining a quorum, or any other rights or duties accorded to a director by the Certificate of Incorporation, the Bylaws of VNHSC, or the law. It shall be the duty of the Town to present the name of its Board advisor one (1) month prior to the Annual Meeting of VNHSC in October of each year.
10. VNHSC shall maintain liability insurance in the amount of \$1,000,000. for the performance of its duties at its own expense and shall forward a Certificate of Insurance to the Town.

The terms of this contract shall be from July 1, 2005 through June 30, 2006. This Agreement entered into this 1st day of July, 2005 between Visiting Nurse & Health Services of Connecticut, Inc. and the Town, as herein defined shall remain in effect for the term, as herein defined, and shall be automatically extended for a similar one (1) year term unless either party gives written notice of termination within one hundred eighty (180) days of the then current term.

WITNESSES:

Amita Jahan
WITNESS

Darin Rupa
FOR Visiting Nurse & Health Service of
Connecticut, Inc.

May 26, 2005
DATE

May 25, 2005
DATE

Carol York
WITNESS

Dennis C. McManis
THE Town of Ellington

7/27/05
DATE

7/27/05
DATE

VISITING NURSE & HEALTH SERVICES OF CONNECTICUT, INC.

DATE: May 23, 2005

TO: Dennis C. Milanovich, First Selectman
Town of Ellington

FROM:  Patricia Piela, President/CEO
Visiting Nurse & Health Services of Connecticut, Inc.

SUBJECT: Verification of Budget

This is to verify that the Ellington Budget for fiscal year July 1, 2005 - June 30, 2006, for home health and hospice services provided by Visiting Nurse & Health Services of Connecticut, Inc., is \$7,224.00



Town of Ellington



Date

VISITING NURSE & HEALTH SERVICES OF CONNECTICUT, INC.

<p align="center">TOWN OF ELLINGTON Proposed Budget July 1, 2005 through June 30, 2006</p>			
SERVICE	VOLUME	CHARGE/UNIT OF SERVICE	TOTAL
Wellness			
Geriatric Support	10 visits	\$87.50/visit	\$875.00
Community Services			
Elder Wellness Program	60 hours	\$45.00/hour	\$2,700.00
Special Clinics	10 hours	\$45.00/hour	\$ 450.00
Support Services			
Adult Day Care	150 hours	\$13.00/hour	\$1,950.00
Home Care Aides	50 hours	\$18.50/hour	\$ 925.00
Meals-On-Wheels	54 packets	\$6.00/2 meal packets	\$ 324.00
TOTAL			\$7,224.00

					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	JULY, 2005				
		MV/PERS.PROP		TAX/ASSESSOR	
DOLLAR AMOUNT	PERSON/CORPORATION	REAL ESTATE	YEAR	REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$152.66	BEEBE, NANCY L	MOTOR VEHICLE	02	ASSESSOR	MOVED FROM CT
\$119.24	LANGO, DONALD SR and VITALE, ROXANN	MOTOR VEHICLE	02	ASSESSOR	MOVED FROM CT
\$256.84	MACVARISH, SEAN KEENAN	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$916.90	PENSKE TRUCK LEASING	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$17.36	WELTI, IDA G	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$25.65	ZAHNERS CLOTHIERS INC	MOTOR VEHICLE	02	ASSESSOR	VEHICLE SOLD
\$1,488.65	JULY REFUND TOTAL				
	ABATEMENTS				
\$0.00	JULY ABATEMENT TOTAL				
\$1,488.65	JULY, 2005 REFUND AND ABATEMENT TOTAL				
refjul05					

Amendment to GIS License agreement #20050317P1

The parties agree that the price schedule and attachment 2 in the GIS License agreement #20050317P1 dated March 17, 2005 between the Town of Ellington ("Licensee"), with offices located at 55 Main Street, Ellington, CT 06029-0187, Attn: First Selectman, and SBC ("Licensor"), a communications corporation with offices located at 310 Orange Street, New Haven, Connecticut 06510 is replaced by the attached price schedule and attachment.

No other terms and conditions of the GIS License agreement #20050317P1 dated March 17 are changed by this amendment, they remain in full force and effect.

LICENSE FEE. As total payment for the license to use Licensor's statewide (Connecticut) planimetric GIS landbase data ("Data"), as more fully described in Attachment 1, Licensee shall remit to Licensor the amount of \$56,668.00 ("License Fee") for all data tiles located in the Town of Ellington flown at 100' scale (see attachment 2). Licensor shall provide address information with latitude and longitude positional coordinates to Licensee within the initial three years of this Agreement. The term "Data" shall include all updates of the Data provided by Licensor to Licensee under this Agreement, including updates provided under Section 7.

Effective as of the 25th day of July, 2005.

AGREED:

SBC

By: _____

Printed Name: Don McGregor

Title: VP - Finance

Date: _____

Town of Ellington

By: Dennis C. Milanovich

Printed Name: Dennis C. Milanovich

Title: First Selectman

Date: July 27, 2005

Amendment to GIS License agreement #20050317P1 continued

Attachment 2

Town of Ellington

All Tiles

1062872
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V-E

DRAFT

BOARD OF SELECTMEN

PRINCIPAL FUNCTION:

The Board of Selectmen is collectively responsible for the administration of the town offices, the maintenance of the town highways and parks, the public safety of its citizens, the keeping of financial accounts and the appointment of administrative officers, boards and commissions.

The First Selectman is the chief administrative and executive officer of the town, and as such is directly responsible to the Board of Selectmen for the administration and supervision of all town departments, agencies and officers appointed by the board. The First Selectman is also responsible for the enforcement of all the laws and ordinances governing the town.

HIGHLIGHTS:

The Board of Selectmen met at least once each month in the Town Hall. There were a total of thirteen regular meetings and seven special meetings. The Board of Selectmen met in joint session with the Board of Finance on two occasions. Seven public hearings were held. The Board of Selectmen called eight town meetings including the annual budget town meeting. Per Town Charter, three additional subsequent annual town budget meetings were held. All these meetings were duly warned and tape recorded with the minutes being filed in accordance with the Freedom of Information Law. The following are some of the primary items addressed by the Board of Selectmen during fiscal year 2004-05:

AGREEMENTS:

Approved agreement between the State of CT for sharing cost of the revision of traffic control signal at Route 83 & Lower and Middle Butcher Roads.

Ratified Collective Bargaining Agreement for Ellington Police Department.

Approved Mutual Aid Agreement for Building Officials with Towns of Stafford and Somers.

CONTRACTS:

Awarded contract for Town Website to Computer Company, Inc. of West Hartford.

Renewed contract for Computer Service/Maintenance Contract with Fuss & O'Neill Technologies, LLC

Approved Braceland Center for Mental Health and Aging as vendor for Needs Assessment for Senior Housing and Social Services.

Awarded contract to Homestead Fuel for CLFD furnace replacement.

Awarded contract to 4-Guys for CLFD 2,000 gallon, 6-man cab engine tanker.

Awarded contract for FY 2004-05 Small Cities Application Preparation and Program Administration to Community Opportunities Group, Inc.

Renewed Resident State Police Contract 7/1/05 – 6/30/07

EQUIPMENT:

Approved purchase of CLFD 2,000 gallon, 6-man cab engine tanker, also approved at Town Meeting.

FINANCES:

Set Trash Collection Fee at \$88/each residential unit.

Recommended to BOF Capital Improvements Budget for 2005-06, net amount of \$928,250

Approved FY2003-2004 Year-end Transfers

Sent 2005-2006 budget sum of \$38,323,391 to Annual Town Budget Meeting on May 10, 2005 which was adjourned to and failed at referendum held on May 18, 2005.

Per Town Charter, Subsequent Annual Town Budget Meeting was held on May 25, 2005 to consider a budget sum of \$37,682,753 which was adjourned to and failed at referendum on June 1, 2005.

Per Town Charter, Subsequent Annual Town Budget Meeting was held on June 8, 2005 to consider a budget sum of \$37,682,753 which was adjourned to and failed at referendum on June 15, 2005.

Per Town Charter, Subsequent Annual Town Budget Meeting was held on June 22, 2005 to consider a budget sum of \$37,240,753 which was adjourned to and approved at referendum on June 29, 2005.

GRANT APPLICATIONS:

Authorized First Selectman to apply for CT Small Cities Community Development Block Grant in amount not to exceed \$500,000 which was granted and accepted at Town Meeting.

Authorized First Selectman to apply for grant for historic document preservation.

ORDINANCES:

Recommended new ordinance to Adopt Part I of Code of Town of Ellington which was approved at Town Meeting.

POLICY:

Adopted Policy Statement on Safety.

Accepted Fire Watch for Public Assemblies Policy Statement, as recommended by the Fire Marshal.

PROPERTY:

Accepted donation of property on White Road from Johnson Memorial Hospital.

Approved expansion of the Senior Center.

Approved purchase of two parcels of land located on Porter Road, Assessor map 144-004 and 144-005, a total of 53.8 acres in the amount of \$107,600 (44% reimbursed by State grant) for open space, also approved at Town Meeting.

Approved purchase of parcel of land located on Porter Road, Assessor map 144-088-0001, a total of 5.2 acres in the amount of \$9,000 (44% reimbursed by State grant) for open space.

Approved purchase of parcel of land located on Porter Road, Assessor Map 144-010-0000, approximately 9.5 acres in the amount of \$16,000 (44% reimbursed by State grant) for open space

Approved purchase of parcel of land located on Porter Road, Assessor Map 124-002-0000, approximately 18.34 acres in the amount of \$35,000 (44% reimbursed by State grant) for open space, also approved at Town Meeting.

ROADS:

Accepted portion of School House Road, as recommended by Planning and Zoning Commission.

Accepted roads and right-of-ways for Gasek Farms Subdivision, Phase I

Accepted conveyance of portion of land to be added to Tripp Road, Eagle Estates Subdivision.

STAFF:

Upgraded Leonard Descheneaux Assistant Working Foreman (WPCA)

Upgraded Jason Suchecki from Laborer I to Laborer II (DPW)

Recognized Allan Lawrence, Fire Marshal, for 25 years of service.

Recognized Maureen O'Neil, Administrative Secretary II, for 20 years of service.

Recognized Rosario Raia, DPW Crew Chief, for 20 years of service.

Recognized Cynthia Lacaprucia, Town Clerk, for 10 years of service.

Kristin Michaud, Administrative Secretary II – granted permanent status.

Accepted resignation of Lori Colbert, Deputy Tax Collector.

Granted permanent status to Kevin Gambacorta.

Upgraded Diane Lasher-Penti from Youth Services Worker to Youth Services Director.

Appointed James York as Life Safety Code Inspector.

Hired Ann Marie Conti as Deputy Tax Collector.

Accepted resignation of John Rachek from the Board of Finance

Accepted resignation of Richard Kalva, Zoning Enforcement Officer

Granted permanent status to Ann Marie Conti, Deputy Tax Collector

Hired Robert Phillips as the Zoning Enforcement Officer

Approved hiring of summer day camp and waterfront staff.

ELECTED OFFICIALS:

Accepted resignation of Michael P. Scudieri from the Board of Finance.

Appointed John Rachek to the Board of Finance to fill unexpired Republican term to 12/5/05.

Accepted resignation of Sheila Frawley from the Hall Memorial Library Board of Directors.

Appointed Miriam Underwood to the Hall Memorial Library Board of Directors to fill an unexpired Democratic 12/5/05.

Accepted resignation of John Rachek from Board of Finance.

Appointed Richard Cleary to Board of Finance to fill unexpired Republican term to 12/5/05.

Accepted resignation of Richard Cleary from the Zoning Board of Appeals.

Appointed Duane Zahner to the Zoning Board of Appeals to fill unexpired Republican term to 12/5/05.

Accepted resignation of Alfred Francis from the Zoning Board of Appeals.

Appointed Adam LaFleche to the Zoning Board of Appeals to fill unexpired Democratic term to 12/5/05.

Accepted resignation of Margaret Weekes, Registrar of Voters.

OTHER ACTIONS:

Inducted Charles and Emma Batz as the Wall of Honor Recipients for 2004.

Adopted resolution re: Sr. Center Endowment Fund/Committee.

Adopted resolution to appropriate \$2,000,000 for installation of sanitary sewers to service the airport area, (\$500,000 of which is reimbursable through State grant) which was approved at Town Meeting.

Agreed to be sponsor to the Ellington Community Forum on the CT. Metropatterns Report..

Approved application for regatta permit for the Crystal Lake Sailing Club.

Established Ad Hoc Committee for the Preservation of the Pinney House.

Established Ad Hoc Committee to study and investigate property tax relief for elderly/disabled.

Re-established the Ad Hoc Drug Abuse Prevention Council.

Re-established the Ad Hoc Youth Services Advisory Board.

Re-established the Ad Hoc Drug Free Graduation Party Committee.

Re-established Ad Hoc Budget Advisory Committee.

Re-established Ad Hoc Design Review Board.

V-G

BUCK & BUCK, LLC
ENGINEERS

98 WADSWORTH STREET, HARTFORD, CONNECTICUT 06106
TELEPHONE 860-527-2677
FAX 860-527-7100

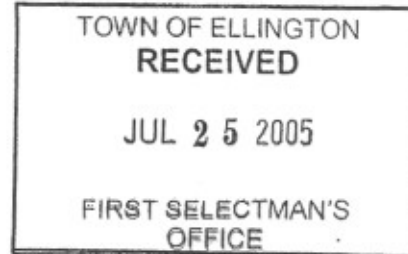
JAMES A. THOMPSON
LAWRENCE F. BUCK
WILLIAM B. ASTON
DOUGLAS E. ELLIS
GREGORY B. HUNT

HENRY WOLCOTT BUCK
1931-1965
ROBINSON D. BUCK
1935-1959
ROBINSON W. BUCK

Comm. 6306-995

July 22, 2005

Mr. Dennis Milanovich, First Selectman
Town of Ellington
55 Main Street
Ellington, CT 06029



Re: Porter Road

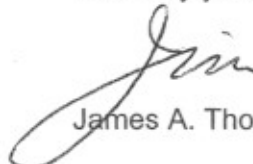
Dear Dennis:

Enclosed for your use is a plan of the Porter Road area showing properties that the Town has acquired for Open Space and their relation to Porter Road. The plan illustrates that with the acquisition of four small properties, the Town could abandon Porter Road from Webster Road to the Butler Property 123-005-0000. This should be the ultimate goal of the Town with respect to Porter Road.

In the meantime, I recommend that the Town abandon the portion of Porter Road that extends from Webster Road to the Luginbuhl property (144-003-0000) for the following reasons:

1. Part of the road is fronted on both sides by Town-owned land. The balance of the road is bound by land owned by one party (Wright). This property also fronts on Webster Road; therefore, the abandonment of the portion of Porter Road that fronts the Wright property will not eliminate access to the property from a Town road.
2. This section of Porter Road is nearly impassible. The road bed itself has become a seasonal watercourse due to traffic erosion (probably horse and wagon) of bygone days. The road passes through three watercourses and wetlands which will be major obstacles to the reconstruction of the road in its present location.
3. The length of Porter Road proposed for abandonment at this time represents a Town Liability of \$1,200,000 at today's construction prices.

Sincerely yours,


James A. Thompson

JAT/lh/995a

Enclosure

cc: Atty. Boyan
P. Michaud

Town of Ellington
Department of Town Fire Marshal

Memorandum



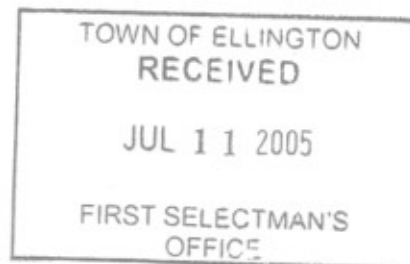
V-H

To: Dennis C. Milanovich, First Selectman
From: Allan Lawrence, Town Fire Marshal
Date: July 11, 2005
Subject: Notice of Outside PA from Kar Kare LLC for Sat. Aug. 20, 2005
Copy(ies): Sgt. Koneiczny; Peter Michaud, Dir., DPW; Christene Fluckiger

Please be advised that both Sgt. Koneiczny and I have reviewed the above referenced proposal with particular attention given to the proposed closing of Village Street from Merrill Industries to Kar Kare, LLC.

In a conversation with Christene Fluckiger, Event Chairman, it was agreed that the Village Street closure would be effected by the use of movable barriers such as saw horses or barrels or similar items to be provided by the event committee and that a lane would be provided through the closure for emergency use.

With that understanding we find no part of this proposal that would impact public safety in a negative manner.



Town of Ellington Position Description

TITLE:	Assistant Police Support Administrator	STATUS:	Non-Exempt
DEPARTMENT:	Resident State Troopers' Office	CLASSIFICATION:	
SUPERVISED BY:	Resident State Trooper Supervisor	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the supervision of the Resident Trooper Supervisor, performs complex confidential and responsible secretarial and administrative work for the Police Department; organizes and maintains confidential police files and records; receives oral or written instructions from supervisor. Plans and organizes work according to established or standard office procedures.

ESSENTIAL FUNCTIONS

Provides secretarial and administrative services to the Resident Trooper Supervisor. Screens calls and greets visitors; arranges meetings and schedules appointments; transmits supervisor's directions to appropriate staff members and follows up to assure compliance, completeness, and conformance with deadlines.

Receives information on arrests, accidents, and investigations; evaluates whether complaint is criminal or civil; classifies, codes and processes information; retrieves and organizes information from files for transmittal to court, or to other law enforcement agencies.

Observes strict confidentiality in maintaining restricted files and records; compiles and coordinates data for supervisor; coordinates materials and prepares routine department reports.

Assists in the preparation of the department's annual budget by compiling information.

Researches, writes, applies and administers grants for additional equipment, uniforms and funding for extra patrols.

Assists in the monitoring of special department accounts, revenue and expenditures.

Maintains department records and state mandated training files and schedules, and inventory of office supplies, materials and equipment; processes purchase requisitions.

Town of Ellington
Position Description
Assistant Police Support Administrator
Page 2

Interfaces with other police agencies or federal agencies regarding current or past investigations.

Fingerprints, applicants, processes permits for weapons, raffles, bingo, etc.

NEW Assist with coordination of the DARE program for the Police Department. Duties include fundraising, coordinating field trips, graduation ceremony, guest speakers, class scheduling. Compiling quarterly reports to the State of Connecticut. Liaison between the schools and the Police Department.

NEW Assist Emergency Management Coordinator, with clerical duties as requested. Responds to the Emergency Operations Center during emergency situations.

Receives and processes requests for special police assignments and special police payments.

Composes and types letters and statistical and narrative reports of some complexity from rough draft or transcription equipment, and composes routine correspondence.

Transmits and explains the Supervisor's directions to proper persons and follows up for compliance, completeness and conformance with deadlines.

Monitors office and police equipment and may be responsible for correcting minor operating problems and assisting employees as necessary.

Performs special assignments, studies and administrative tasks as directed.

Acts as representative of the Police department in dealing with the public.

Prepares and records all licenses required to be issued by the Resident Trooper Supervisor.

Receives and records fees.

Performs department bookkeeping, payroll and purchasing duties.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of policies, methods and procedures of the Police Department and the various functions within the department.

Working knowledge of department regulations and legal requirements.

Town of Ellington
Position Description
Assistant Police Support Administrator
Page 3

Knowledge of bookkeeping and payroll procedures.

Ability to acquire a working knowledge of programs, procedures and policies of Police Department and related public safety programs.

Ability to acquire skill to operate word and data processing systems.

Ability to schedule and coordinate meetings and events.

Ability to compose clear and correct letters and reports.

Ability to communicate in oral and written form.

Ability to maintain accurate records and files.

Ability to make basic mathematical calculations and to perform department bookkeeping.

Ability to type with speed and accuracy.

Ability to establish and maintain effective working relationships with other departments and the general public.

REQUIRED EQUIPMENT OPERATION

Operates a computer using Word, Excel and database software, mobile data terminals, photocopier, typewriter, calculator, fingerprint equipment and standard office equipment.

REQUIRED PHYSICAL EFFORT

NEW Performs duties in an office environment. Exposed to computer screen. May be required to lift and carry light to medium weights, for example, office supplies, boxes of records; must be able to sit at a desk for extended periods of time, etc. Some stress involved in public contact.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training and 1-1½ years of related experience in office work, or equivalent combination of education, training and experience.

BOS APPROVED: 06/15/98
BOS REVISED: